



Phase Leader Job Description

Postholder:

Responsible for: Upper Key Stage 2 (Years 5 & 6)

Reporting to: Headteacher

Main purpose

The Phase Leader will be responsible for providing leadership and management of the school's phase curriculum, delivering high-quality teaching and effective use of resources. They will work to improve teaching & learning and achievement for all pupils, while also carrying out their duties as a classroom teacher.

As a Phase Leader, they will contribute to whole-school self-evaluation and school improvement planning, and be responsible for mentoring and developing staff within their phase. They will offer guidance and support to teaching staff, model best practice and demonstrate up-to-date knowledge of current theory and practice.

The Phase Leader will be expected to fulfil the responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD), including planning and teaching lessons, assessing pupils' progress, and managing behaviour effectively.

Duties and responsibilities

Strategic development

- Contribute to strategic decision making, working with school management to share expertise and insight, and help shape the school's vision
- Set high expectations for all pupils in the phase, and inspire and motivate staff and pupils to reach and maintain high standards of learning and behaviour
- Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance in learning
- Provide guidance and support to staff within the phase, working in partnership with parents and the community, keeping them informed and involved in pupils' learning.

Teaching and learning

- Show an understanding of the school's current systems for recording pupil progress within the phase
- Oversee the delivery of the curriculum and measure impact on teaching and learning
- Work with other teachers to review the curriculum and make sure there is continuity and progress





- Report to the school leadership team information about the attainment and progress of pupils within the phase
- Manage the implementation of the behaviour policy within their phase and help to build an environment where high standards of learning behaviour are encouraged
- Liaise with parents/carers about issues relating to their child/ren.

Leading and managing staff

- Establish short, medium and long-term plans for developing and resourcing the curriculum for their phase
- Develop the school's approach to assessment within their phase and lead strategy to improve the quality of teaching and learning
- Lead and support the appraisal process for staff within the phase as determined by senior leaders
- Lead, manage and support all staff working within the phase, including cover requests and those providing cover
- Liaise with other leaders and the phase team to develop and implement intervention strategies to support the needs of pupils, including learning, SEMH and behaviour.
- Take a leading role in inducting new staff within the phase and making sure they uphold expected values and teaching standards
- Monitor the quality of teaching and learning within the phase (e.g. through observations, analysing performance data, etc.).

General duties

- Develop own professional knowledge and skills through courses and reading, aligning with school's ethos and current strategic needs
- Attend meetings according to school policy, and lead where required
- Lead whole school and key stage assemblies
- Where required, prepare and deliver reports to relevant groups (governors, parents, etc)
- Manage and monitor ordering of resources and budgets within their phase.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Notes:

This job description may be amended at any time in consultation with the postholder.





HOLSWORTHY

C OF E PRIMARY SCHOOL

Working together, growing together, all to flourish

Next review date:

Postholder's signature:

Date:

Headteacher signature:

Date:



Sanders Lane, EX22 6HD



01409 253700



admin@holsworthy-primary.devon.sch.uk